

PART 1: APPLICANT'S INFORMATION**PHOTO IDENTIFICATION REQUIRED (See back for details)**

Applicant's Name: _____ State Driver's License or Identification # _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
(Cannot Send to General Delivery)

Daytime Phone - Required: () _____ Other Phone: () _____

PART 2: CERTIFICATION OF INFORMATION PROVIDED

By signing this application, I understand that I am agreeing to pay for a search of the State of Michigan Vital Records. This does not guarantee that a record will be found.

Statement of Entitlement: Misstating an identity or assuming the identity of another person is subject to criminal penalties, e.g., Michigan Compiled Laws 333.2894(b) and 333.2898 and federal laws relating to falsification in obtaining a birth record. By signing this application, I state that I am eligible to receive this birth record as indicated in the Eligibility Section of this application.► **Applicant's Signature:** _____ **Date:** _____**IDENTITY THEFT PROTECTION ACT** 445.65(1) and 445.69(1) prohibits anyone from obtaining a vital record by misrepresenting a person's identity or attempting to use another person's identifying information. A person who violates this law is guilty of a felony punishable by imprisonment for up to 5 years or a fine of up to \$25,000 or both.**PART 3: Select the Heirloom Certificate Format**☐ Option 1

Quantity _____

☐ Option 2

Quantity _____

☐ Option 3

Quantity _____

☐ Option 4

Quantity _____

☐ Option 5

Quantity _____

☐ Option 6I would like to purchase _____ (Quantity) gift certificate(s). Please indicate below the recipient's name(s).
If more than two, please attach an additional page with the additional recipient's names. (Please skip to Part 6)

Recipient Name (First and Last): _____

Total Number of Copies: _____

Recipient Name (First and Last): _____

PART 4: ELIGIBILITY - Select the category that qualifies **YOU** to request and receive the requested Michigan birth record per MCL 333.2882

- | | |
|--|---|
| <input type="checkbox"/> Child or Parent named on the record
Note: Only adoptive parents are eligible (if applicable) | <input type="checkbox"/> Legal guardian of the person named on the record
Note: Copy of court documented guardianship papers required. |
| <input type="checkbox"/> Legally licensed attorney of subject of the record | <input type="checkbox"/> Record at least 100 years old (no photo ID required) |
| <input type="checkbox"/> Heir of the deceased person named on the record | |
| • Relationship to decedent: _____ Decedent's name at time of death: _____ | |
| • State where death occurred: _____ (If not MI, you must provide a death certificate) • Date of death (Year): _____ | |

PART 5: INFORMATION NEEDED TO FIND BIRTH RECORD BEING REQUESTED

Date of Birth (MM / DD / YR)	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (hospital, city, county)
Please include first, middle, and last names AT BIRTH below: Full Name: _____ Mother's Maiden Name: _____ Father's Name: _____		Is the person named on the record adopted ? <input type="checkbox"/> Yes <input type="checkbox"/> No Full Name After adoption: _____ Adopted Mother's Name: _____ Adopted Father's Name: _____
If the applicant's current name is different than the way their birth name appears on the record, provide info below (required): <input type="checkbox"/> Marriage: Place of Marriage (state) _____ Date of Marriage _____ <input type="checkbox"/> Court Ordered New Legal Name (court order must be provided): First _____ Middle _____ Last _____		

PART 6: FEES
 Total copies or certificates from Part 3 _____
 Times \$40.00 Per Copy X \$40.00
 Total Fee

Redeeming Gift Certificate Number _____ Enclosed

For Accounting Use Only

HEIRLOOM BIRTH RECORDS: The State of Michigan issues non-certified heirloom birth certificates with your choice of five designs, signed by the current Governor. The five certificates are suitable for framing and are mailed encased in cardboard shields to ensure protection. The certificates can be preserved as a family heirloom, but they are not intended as proof of birth.

By purchasing an heirloom certificate, or a gift certificate, you are also contributing to the Michigan Children's Trust Fund which was established in 1982. The Fund serves as a voice for Michigan's children and families, and promotes their health, safety and welfare by providing financial support for local programs and services that prevent child abuse and neglect. For more information on the Children's Trust Fund, please visit their website at <http://www.michigan.gov/ctf>

HAVE YOU ??

- **Listed your name/mailling address in Part 1**
- **Signed your name in Part 2**
Do not print, must be signature
- **Indicated which format you would like to receive in Part 3**
- **Indicated your eligibility in Part 4**
Provide all necessary documentation
- **Completed all items in Part 5**
"Unknown" if information unavailable
- **Completed Part 6 for fees**
Total all fees that apply
- **Enclosed payment**
Checks payable to "State of Michigan"
- **Enclose legible copy of ID**
Must agree with Part 1 information

APPLYING IN PERSON

Heirloom birth records cannot be processed same-day. The application should be mailed to the address listed below. Or, if you wish, you may come in to our Lansing office and drop off an application, and it will be processed and mailed to you within 4-5 weeks.

Our office is located at 201 Townsend St, Capitol View Building, 3rd Floor, Lansing MI 48913 (across from the State Capitol). Lobby hours are 8:00 am - 5:00 pm. Directions are available by logging onto our website at: www.michigan.gov/mdch or by calling **517-335-8666**.

A money order, personal check, credit card or cash can be used at our front counter for requests.

PAYMENT INFORMATION

SEARCH FEES ARE NON-REFUNDABLE: Fees are established by state statute. A basic one year search fee includes either one non-certified copy of the heirloom record or an official statement that the record is not filed with the state. A basic statewide search includes the files for the year specified as the birth year.

MAIL APPLICATION TO

MAIL TO:
Vital Records Requests
PO Box 30721
Lansing MI 48909

www.michigan.gov/mdch 517-335-8666

DCH-0569-BX HEIRLOOM 7-2012
By Authority of MCL 333.2882(1)(a)(b) and MCL 333.2891(1-4)(8)

PROCESSING TIME FOR HEIROOM BIRTH RECORDS

The processing time for an heirloom birth record request will be approximately 4-5 weeks, depending on the volume of requests received. Same day service is not available.

IDENTIFICATION REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A NON-CERTIFIED MICHIGAN HEIRLOOM BIRTH RECORD * Please Send Photocopies - Not Original Documents *

Under Michigan law, birth records are restricted documents. To request an heirloom birth record, a current valid, government issued identification is required in order to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To protect you and the community from identity theft, we require a copy of the applicant's government issued identification to be presented along with the application. Individuals under the age of 15 cannot request a copy of their own birth record.

At least one of the following ID's is required:

- Current driver's license with photo if unexpired, or expired less than one year and issued within the last five years
- Current state issued photo identification card unexpired, or expired less than one year and issued within the last five years
- Unexpired U.S. or foreign passport
- U.S. military photo identification or military dependent photo identification with current expiration date
- Employment identification with photo, accompanied by a current pay stub or W-2 form
- Department of Corrections photo identification card, accompanied by probation or discharge papers dated within last year
- If a currently incarcerated prisoner, a Department of Corrections photo identification card, accompanied by a verification of incarceration by the facility on letterhead
- For persons age 15-20, current student photo ID with either a report card or transcript

Alternative documents can be submitted to be reviewed by a supervisor if a current, valid government issued ID is not available. If you do not have one of the above, you will need to submit at least three of the following, and one MUST be dated within the last year. Please note we cannot use a Social Security Card or junk mail.

Examples might be: expired state or federal photo ID, marriage or divorce certificate, child's birth record, W-2, paycheck stub, bank statement, voter or car registration, health insurance/Medicaid card, state benefit card, utility bill, doctor/dentist/hospital bill, baptismal certificate, letter from a government agency such as Social Security or the IRS, numident letter or benefit statement from Social Security, school records, tax records, incarceration records or land/rental agreement.

If you are still unable to provide any of the above-mentioned forms of identification, please contact the Michigan Vital Records Office at 517-335-8666 and speak with a customer service representative.